

CONSOLIDATED QUESTION AND ANSWER DOCUMENT - 2

BID NUMBER: PROJ/2021/22/03

DESCRIPTION: PROVISION OF INTERNAL AUDIT SERVICES FOR INSETA FOR A PERIOD OF 3 YEARS AND TEN (10) MONTHS

1. Question:

Who is your incumbent?

Answer:

The current service provider rendering Internal Audit Services for INSETA is SAB & T.

2. Question:

Please advise the **hours** allocated to the internal audit function per year.

Answer:

3 742 hours were budgeted for internal audit under the current contract for 3 years. Bidders to work with the same estimate hours.

3. Question:

On page 6 of 12 of the terms of reference (TOR's), it is stated that the bidder must provide evidence in the form of a reference letter of completed audits in the Public Sector, related to any and all the deliverables reflected below:

Can you please clarify this requirement if it's any or it's all reference letters? For example, if the bidder has more than four (4) reference letters that relate to one of the listed service areas i.e., IT Audit, Financial audit etc. The bidder would be allocated the maximum points (30) to fulfil this requirement?

Answer:

The bidder must provide evidence in the form of a reference letter of completed audits in the Public Sector, related to any and all the deliverables reflected below:

(Letters collectively must reflect standard services as per the list below) Non-Compliance will equal automatic disqualification.

- Financial audits.
- Operational audits.
- Performance Review audits.
- IT audits.
- Risk management review.
- Corporate Governance Review.
- Quality assurance such as review of competitive bidding process.

Evidence must be reference letters (with contactable references – letters not older than 5 years)

- 2 - 4 reference letters of completed contracts = 10 points
- and above reference letters of completed contracts = 30 points
- Non-compliance with the minimum criteria = 0 points

4. Question:

There is a file error when downloading SBD3.3 in relation to the above tender. Please could you email me the SBD 3.3 form?

Answer:

INSETA's IT Department did the test or checks, and the file is downloadable. You are kindly requested to contact your IT Department.

5. Question:

As per SBD 3.3 a total cost is required for the duration of the contract which is also a requirement by INSETA. Please advise if there are budgeted hours for the project per year to enable us to compute the total cost based on the resources highlighted and required by INSETA.

Answer:

3 742 hours were budgeted for internal audit under the current contract for 3 years. Bidders to work with the same estimate hours.

6. Question:

At the briefing session held on Friday 10 September 2021, it was confirmed that INSETA requires a ceiling price for the internal audit services for a period of 3 years and 10 months.

However, there was no indication on the RFP documents or during the briefing session as to the number of hours required to calculate a ceiling price, whether it is annual or over the full engagement term. It was also unclear as to how the work for the 10 months should be scheduled, i.e., full plan but to be completed over 10 months, or a pro-rata for 10 months of a full annual plan?

Could INSETA clarify the above so that proposals may be completed in line with the RFP requirements?

Answer:

3 742 hours were budgeted for internal audit under the current contract for 3 years. Bidders to work with the same estimate hours.

7. Question:

Can the bidders be allowed to submit online (via email) or the proposal must be submitted physical?

Answer:

Bidders are kindly requested to go through SBD 1 and comply with the submission conditions.

8. Question:

Kindly clarify as to how bidders are expected to complete SBD 3.3.

Answer:

Bidders are required to provide the total price of the contract period, and clearly indicate on the annexure what the hourly/rate is for internal audit personnel.